

ZONING LETTER REQUEST FORM
Planning, Engineering and Permits
710 North 20th Street
Room 210 – Permit Counter
Birmingham, Alabama 35203
www.birminghamal.gov
Zoning Office – 254-2478 Fax # - 254-2111

Two separate types of zoning letters are available from the City of Birmingham. Please complete the information below and then contact the appropriate person listed.

STEP 1 – Requestor Information (All information below must be provided)

Name - _____

Address- _____ City/State/Zip Code - _____

Contact Person: _____ E-mail: _____ Phone # (____) _____

PROPERTY ADDRESS & PARCEL ID NUMBER- _____

Legal Description of property (if lengthy, a copy, or copies, may be attached). This information is required:

STEP 2 - Type of Zoning Letter: (If building code information or copies of a certificate of occupancy are needed, please refer to bottom portion of this form)

Please **check** the box next to the type of letter you are requesting

- ☐ - **Zoning Certificate Letter** – This document will **only** provide the current zoning classification of the requested property and whether or not it is within a flood plain designation. The fee for this type of letter is \$50. Please e-mail or mail this form to **Angelica Moton**. If mailed, list her name on the envelope and address it to the address shown above. Her desk telephone number is (205)-254-2478, fax number is (205)-254-2111 (If faxed, please include name on fax). Her e-mail is [Angelica.Moton @birminghamal.gov](mailto:Angelica.Moton@birminghamal.gov)
- ☐ – **Zoning Information Letter** – This document should be requested when more detailed information other than what the property is zoned and whether it is in a flood plain is needed. For this type of letter, please send a separate letter or your form letter listing the required information **or an e-mail** (with attachments if needed) detailing the specific information that you need addressed in the letter to **Angelica Moton**. Please be sure to also include a legal description of the property. The fee for this type of letter is \$100 but may be more depending on the information and supporting documents requested. Please be advised that additional information may be needed and that if the request is to verify that the property is in compliance with ALL ZONING REQUIREMENTS, a detailed as-built survey will have to be provided for that analysis. If mailed, list her name on the envelope and address it to the address shown above. Her desk telephone number is (205)-254-2478, fax number is (205)-254-2111 (If faxed, please include name on fax). Her e-mail is [Angelica.Moton @birminghamal.gov](mailto:Angelica.Moton@birminghamal.gov)

STEP 3 – Processing and Delivery. (Please confirm notification of each request with a follow-up e-mail or telephone call)

Zoning Certificate Letter – Once received this type of request is normally completed within **3 to 4** business days. The requestor will be notified when this letter is ready. Fees must be paid before certificate can be sent or picked up.

Zoning Information Letter – Once received, contact will be made within **3 business days** to the requestor to discuss what has been requested and to provide an estimate of the time needed to complete the request and fee that will be needed.

****BUILDING CODE /CERTIFICATE of OCCUPANCY INFORMATIONAND FLOODPLAIN REVIEW****

Information concerning building codes and/or certificate of occupancy is **not** provided by this form. For information concerning those codes, please contact **Cashonda Malone** (205)-254-2344, Cashonda.Malone@birminghamal.gov, or **Nicole May** (205)-254-2243, Nicole.May@birminghamal.gov

For additional information regarding a **property located in the floodplain or to receive a detailed floodplain determination letter**, please contact Floodplain Management Staff or **Tracey Hayes** at 205-254-2544 or at [Tracey.Hayes @birminghamal.gov](mailto:Tracey.Hayes@birminghamal.gov).